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General Services Administration
Washington, D.C. 20405

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Administrator

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TO: HEADS OF ALL FEDERAL AGENCIES

As you know, the economic and political health of this country depends on a balanced and judicious energy policy. In order to implement such a policy and to insure a decrease in energy consumption, the White House has established national energy goals. The President's major concern is to achieve greater national productivity through the more efficient use of energy. In this effort, the White House is calling upon all of us--the citizen, State, local Governments, private industry, and the Federal establishment. The cost of energy is causing a reduction in national energy consumption. However, other indicators of the nation's economic health are not as rosy and the White House has established goals for greater national productivity through the more efficient use of energy by both citizens and their governments - Federal, State, and local. The president has asked that the DOE and GSA establish plans for meeting Federal goals and to report progress to him. It was determined that the existing Interagency Federal Energy Policy Committee ("656" Committee) was the most appropriate organization for planning and coordinating actions to meet his goals because the "656" Committee member has the authority for implementing some of these actions or, if necessary, quickly bring them to your attention. If you do not have a member of the "656" Committee, you are welcome to send a representative to the meetings. Please notify me or the Executive Secretary, Paul Brumby, DOE, Telephone Number 252-9467.

On March 4, 1980, the "656" Committee approved a concept of interagency Working Groups. The basic function of the Working Groups is to assist the Committee in determining short term energy saving actions for the Federal Government. The Committee established the following technically oriented Groups:

- o Transportation
- o Buildings
- o Acquisition Policy
- o Products
- o Data Gathering and Reporting
- o People (Training Needs, Publicity, Employee Awareness)

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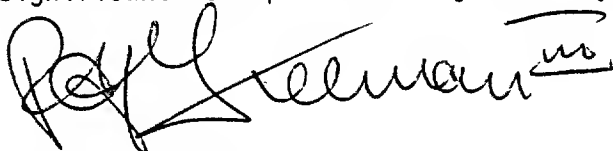
The principal function of these Working Groups is to assess the strengths of existing programs, define the barriers to more effective programs, and to generate cooperative solutions to some of our immediate energy problems. These success-oriented groups are designed to share information, to facilitate communication among agencies, to implement short term energy saving actions, and to recommend major changes to the "656" Committee. This procedure was established to insure rapid communications at the highest levels of the Federal Government; therefore, substitute members at the "656" Committee meetings should be held to a minimum and full attendance stressed.

Working Group representatives must function within an atmosphere of openness and receptivity. They will need your time, your resources and your personal and sustained commitment. Representatives have been chosen for their advocacy of strong energy programs and for demonstratable technical talent in areas that can and will promote Federal and national conservation goals. The Chairperson of each of these groups will be selected by the Working Group itself and will be rotated among agencies. A copy of existing agency representatives is attached. Again, if you desire greater representation, call Paul Brumby or myself.

On May 6, 1980, the "656" Committee approved Working Group Charters and initial plans for implementing a number of actions. Some of these actions will require implementing instructions by your respective agencies. These plans and saving actions to meet goals can only succeed if top managers are committed and line managers are accountable. Further, plans for action will frequently cross traditional organizational lines, a process which you, as head of your agency, can help me facilitate.

As you know, the last Annual Report to the President (Energy Management In the Federal Government) detailed a number of problem areas within our programs. None of us are immune to those problems -- clearly, all agencies have room for improvement. The "656" Committee and its Working Groups are developing plans to assuage our immediate problems but we heads of agencies must continue providing direction for longer term solutions to the problems of providing full governmental services with less energy.

Again, I want to stress, this is your program for increased productivity through energy efficiency and agency head's are accountable to the President. I have the added responsibility of having to report our individual and collective progress to the President. I intend to report quarterly by department and agency and feel confident that I can report significant accomplishments by mid July 1980. ✓



R. G. FREEMAN III
Administrator

Enclosures

1. Working Group Members and Chairs